DEFENSE INTELLIGENCE AGENCY
WASHINGTON, D. C. 20301

9 JUN 1964

U/5007/SA-5

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Records Administrator
Central Intelligence Agency
Washington, D. C.

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Your assistance in arranging my recent visit to the CIA Records Center to inspect the inactive and vital records of an activity being transferred from CIA to DIA is appreciated. After a subsequent visit to the Federal Records Center in Alexandria I have concluded that it can provide adequate protection for these records and have, therefore, made verbal arrangements with Mr. McDonald, Chief of the Military Records Branch, code 1253, extension 306, concerning their transfer.

It is my understanding after talking with [   ] that the inactive records, amounting to approximately 34 cubic feet, were to be returned to your headquarters on 3 June for screening prior to transfer. When this has been done and the records are ready for transfer, please call Mr. McDonald direct and arrange for his courier to pick up the records.

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The records being transferred should be described on the attached, partially completed Standard Form 135 and continued on Standard Form 135-A (see GSA Handbook "GSA Records Centers"). Please distribute the fully completed copies as marked.

I would also appreciate your providing me with copies of the CIA records control schedules currently covering both the inactive and the vital records of this transferring activity.

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[   ] and I also discussed the continued storage of the vital records of this activity in your Center for an indefinite period of time since we now have no suitable facilities. He indicated that this would be satisfactory provided your formal approval is obtained. The volume now is small and no substantial growth is anticipated. If you agree, please advise and I will furnish you with the names of those DIA personnel who are authorized access to these records.

Appreciatively yours,

ROBERT D. RICE
Chief, Records Management Group

1 Enclosure a/s

DIA review completed.